



Info@starklawlibrary.org

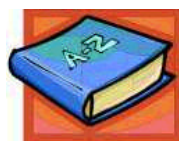
Stark County Law Library Association

January 2002

BEGINNERS

Directories

**The email address,
info@starklaw
library.org really
works! TRY IT!!**



Portals, which were the topic of last month's article often are a combination of a search engine and a directory. We've already covered search engines, so this month we will concentrate on the directories. "SearchEngine World" provides us with a definition. "A directory is a

web site that focuses on listing web sites by individual topics. A quasi table of contents. A search engine lists pages, where a Directory (such as Looksmart or The Open Directory Project lists websites)." ¹

Subject Directories contain some of the best human-selected collections of web pages. ² Web directories collect sites with a spider or receive them as submissions from site owners. Then directory editors (real people) sort through the sites evaluate them and put them in a database arranged by topic.

You should use directories when you're looking for general information or when you're not sure where to begin, and use search engines when you're looking for a specific piece of information.

If you use a directory with a search engine, or if you use an engine that includes a directory, you don't necessarily get the best of both worlds because each can water down

the strength of the other. ³

"The UC Berkeley - Teaching Library Internet Workshops: Beyond General World Wide WebSearching" site at <<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/BeyondWeb.html>> lists three subject directories where I was able to find new and interesting legal information:

- Librarians' Index to the Internet at <<http://www.lii.org>>
- Infomine at <<http://infomine.ucr.edu/Main.html>>
- Academic Info at <<http://www.academicinfo.net>> where I found LawIDEA.com <<http://www.lawidea.com/>> an extensive Legal Links Directory with over 17,000 legal related resources.

For more information on these and other directories read Joe Barker's article "Subject Directories: the Best and MORE" at <<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SubjDirectories.html>>.

Another very good directory is Invisible-Web.net at: <<http://www.invisible-web.net>>. This directory contains over 1,000 databases covering a variety of topics including public records, legal and criminal information, searching for people, and more. Each entry includes a description of the resource, a specific and home page URL, and if available, related resources. ⁴

Special points of interest:

- Directories are constructed by PEOPLE!
- You should use directories when you're looking for general information or when you're not sure where to begin.

INTERMEDIATE

WordPerfect and the Law



WordPerfect is a good product with a lot to offer the solo or small firm lawyer.

Like most of the rest of the world I have dealt more with Word than WordPerfect in my columns and I want to correct that in this issue. WordPerfect is a good product with a lot to offer the solo or small firm lawyer.

WordPerfect's Law Office 2000 is affordable (\$191 - \$259 to upgrade, \$316 - \$499 standard, or \$166 without DragonSpeak), and includes:

- Amicus Attorney IV, Organizer Edition. This "is the latest version of the best-selling law office management solution, and is ideal for the solo practitioner."⁵
- HotDocs 5.1, the current version of the document assembly software, "this great document assembly software usually costs \$199 per copy when purchased alone. Including it with the Law Office Edition is an incredible bargain."⁶
- WestCiteLink scans WordPerfect documents and marks citations as table of authorities's entries automatically
- Deal Proof SE "determines whether referenced definitions exist, makes sure that terms are defined only once, makes certain that defined terms are actually used in the document, identifies non-conforming phrases, and much more"
- NexLaw 9, accessed through Amicus Attorney, allows the seamless addition of the firm's letterhead, access to Addressbook to print and fax documents, and facilitates document management by grouping documents together so that they can all be opened together.

- Dragon Naturally Speaking comes complete with headphone/microphone. "Dragon installs itself on the WordPerfect toolbar, and using it is as simple as clicking the Dragon icon. While I am still skeptical about using voice with existing processors and technology (you need a lot of RAM and a REALLY fast computer), Dragon is getting close to being easy to use and effective."⁷ Dragon Naturally-Speaking is discussed in more detail in our Advanced section.

Other features included are Pleading Expert Designer that simplifies the creation of legal pleadings, paragraph numbering, spell check using Black's Law Dictionary (included), insertion of special legal characters and section symbols. Another new feature permits documents to be automatically published to EDGAR, Trellex, and PDF formats. (The PDF format is especially important because electronic filing in State and Federal Courts is standardizing on the PDF format. Now, without purchasing Adobe Acrobat, users will be able to automatically convert WordPerfect documents to PDF format, and then file them electronically.)⁸

Act fast if you are interested in the "Law Office" edition because WordPerfect® Office 2002 Trial Version has dropped the legal suite and will not contain Deal Proof SE, HotDocs 5.1, or Amicus Attorney IV Organizer Edition, WestCiteLink, or many other of the features that are available on the 2000 edition.⁷

ADVANCED Voice Recognition Software



Special points of interest:

- It takes TIME and Patience to teach your voice recognition software to recognize you!
- Dragon NaturallySpeaking is a leader in the field.
- Other good programs include ViaVoice and Voice Xpress
- Office XP contains it's own voice recognition component

A short article in the Third Quarter 2001 issue of "For The Record: News for the Ohio Courts" by the Honorable John W. Wise of the 5th Court of Appeals entitled "Voice Recognition Software" started me thinking/researching the merits of bringing it to your attention. It didn't take long to realize what an asset voice recognition software could be IF you have a good computer, the personality and the time it takes to train a puppy.

Yes, I did say "train a puppy"! All voice recognition software programs require training to recognize your style, pronunciation and pacing. The initial training session can last from a half hour to an hour, and consists of reading a selected article containing particular combinations of sounds. But after that you have to correct each slight mistake it makes. For example, it types the wrong word, or spells it wrong, if you don't take the minute to correct each error, the program will learn to repeatedly make that error. Just like a puppy, you must tell it "No"!

But once your computer learns to recognize you voice, you can really get some work done!

Dragon NaturallySpeaking is a leader in the field, and the program Judge Wise chose. With it you can dictate opinions, memos, etc. at a rate of 160 words per minute!! It has many benefits.

- It integrates with Microsoft Office (without buying XP, which has it's own voice recognition

program), WordPerfect, and Lotus Notes, and almost all Windows-based applications.

- It has a 250,000 word dictionary with the ability to add your own words from existing documents.
- You can buy an add-on "Legal Solution" package that eliminates having to train many legal terms, phrases, and initials.
- Voice Macros allow you to insert boiler plate text right into your document! ⁸

You should read about its recommended system requirements, key benefits, and product features at: <http://www.talktoyourcomputer.com/dnsleg60.htm>.

"Using Dragon NaturallySpeaking Successfully" at: <http://www.talktoyourcomputer.com/howdnsworks.htm> covers how the technology works and contains suggestions for optimizing its use, building vocabulary and retraining the program

Dragon also has a demo site at <http://www.iglou.com/vrsky/>, but I was "timed-out" when I tried it.

Other major players in the field include:

- ViaVoice Pro 8.0 (cnet's Editors' Choice) for Windows or Mac which also makes available a legal vocabulary ⁹
- Lernout & Hauspie's Voice Xpress Professional 4.0 at <http://www.avt-lh.nl/vx-mobile-qa.htm>. Not as good, but cheaper. ¹⁰

ADVANCED Voice Recognition Software (Continued)

And of course Office XP comes complete with it's own voice recognition software. Some good articles I found on Office XP are:

- "Spotlight Column: Have it Your Way with Office XP" at: <<http://office.microsoft.com/assistance/2002/articles/oSpotlightColumnJun01.aspx>>
- "Using Speech Recognition: Learning What to Say in Office XP" at: <<http://office.microsoft.com/assistance/2002/articles/oWhatToSayToYourComputer.aspx>>.
- "A First Look at Microsoft OfficeXP Speech Recognition: A Big Step Forward in the Battle against Carpal Tunnel" at <<http://www.speakingsolutions.com/news/XPArticle.htm>>

[speakingsolutions.com/news/XPArticle.htm](http://www.speakingsolutions.com/news/XPArticle.htm)>

Windows XP has pretty hefty system requirements (it won't run at all on Windows 95) ¹¹ and you should definitely check out all the system requirements needed for Office XP at <<http://office.microsoft.com/assistance/2002/articles/oSpeechRequirements.aspx>>.

For an interesting look at the future of the technology read "IBM Ramps Up Speech Technology Products and Research" by Ephraim Schwartz at <<http://iwsun4.infoworld.com/articles/hn/xml/01/06/25/010625hnibmvoice.xml>>.

FOOTNOTES

¹ "Directory." Search Engine World / Search Engine Glossary / Directory . PHD Software Systems. 1 Dec 2001. <<http://www.searchengineworld.com/glossary/directory.htm>>

² Barker, Joe. "Tutorial Table of Contents." Finding Information on the Internet: A Tutorial 27 Aug 2001. The Library, University of California, Berkeley. 7 Dec 2001. <<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>>.

³ Gowan, Michael and Scott Spanbauer. "Find Everything Faster: From Big-time Search Engines to Specialty Sites, We Uncover the Best Tools for Tracking Down Facts, News, People, Music, and More." PCWorld.com. Sept 2001. PC World Communications, Inc. 2 Dec 2001. <http://www.idg.net/crd_idgsearch_2.html?url=http://www.pcworld.com/features/article/0,aid,55383,00.asp> (Because of the commas in this URL, you will need to enter "Gowan" into the site's search engine and specify features anytime, then scroll through the list of his article to get to this one.)

⁴ Tyburski, Genie. "Research News: TVC Alert, 15 Oct 2001." The Virtual Chase. 15 Oct 2001. Ballard,

Spahr, Andrews & Ingersoll. 27 Nov 2001. <<http://www.virtualchase.com/TVCAlert/oct01/15oct01.htm>>

^{5, 6 & 7} Georges, Richard M. "Future Lawyer." Future-Lawyer. 1997-2000. Richard M. Georges. 13 Dec 2001. <<http://www.futurelawyer.com/WPLaw2000.htm>>

⁷ "WordPerfect Office 2002 Professional." Corel. 2001 Corel Corporation. 13 Dec 2001. <<http://www3.corel.com/cgi-bin/gx.cgi/AppLogic+FTContentServer?pagename=Corel/Product/FeatureList&fid=CC1ZX1WPOP2&id=CC1RKIKAEKC>>

⁸ "Welcome to Voice Recognition Systems Home Page." 2001 Voice Recognition Systems. 6 Dec 2001. <<http://www.iglou.com/vrsky/>>

⁹ "CNET Recommends: IBM ViaVoice Pro 8.0" Converse With Your Computer. 1995-2001 CNET Networks, Inc. 24 Dec 2001 <<http://www.cnet.com/software/0-3227838-8-2938624-2.html?tag=st.sw.3227838-8-2938624-1.txt.3227838-8-2938624-2>>